

Personnel Class Specification

Class Code 0338

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, PROJECTS AND FACILITIES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to facilitate the conception, design, and construction of new projects, to include coordinating all activities associated with projects and ensuring that the Parks Division operates as a coordinated/cohesive unit in the fulfillment of its mission and responds to the needs of the public and City Administration in a timely, efficient, and professional manner.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts grievance hearings and initiates problem resolution; conducts interviews; oversees selection of new employees and promotion of existing employees; coordinates training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department management, city officials, consultants, and other officials to review department operations and activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates division projects and work activities with those of other divisions, other departments, local governments, planning agencies, support agencies, contractors, consultants, associations, outside agencies, or others as needed; coordinates division resources with other City departments during emergency situations.

Supervises daily operations and functions of all units within the Parks Division, which may include Riverpark downtown facilities, athletic activities and facilities, building

maintenance activities, zoo operation and park ranger activities, or other areas as assigned.

Evaluates effectiveness of division programs, projects, and activities; develops and implements quality control measures; performs continual review of quality control measures; identifies potential improvements to programs/activities; implements changes as appropriate.

Develops annual operational budget for approval; manages budget and monitors expenditures; plans budget for capital improvement projects and capital equipment purchases; administers approved budget; monitors expenditures from each unit; develops cost centers for specific activities.

Plans long and short term plans, goals, and objectives for the division and for each unit; reviews progress in achieving goals.

Formulates division policies and submits for approval; implements approved policies.

Facilitates the conception, design, and construction of new projects; makes recommendations regarding new projects or revisions to existing facilities; evaluates suitability of prospective project sites or land acquisitions.

Manages project budgets; monitors expenditures/costs associated with each project to ensure compliance with approved budgets; reviews invoices for accuracy/appropriateness and researches discrepancies; approves invoices and forwards for payment.

Negotiates bids and contracts with contractors, architects, or other service providers; reviews contracts to ensure legal obligations are met; reviews payment requests for accuracy and appropriateness, and approves/rejects as appropriate; manages contracts on lease agreements.

Reviews construction plans/drawings and approves/recommends changes; verifies project is constructed in accordance with approved drawings; recommends approval of change orders as appropriate.

Coordinates all activities associated with projects; schedules projects and monitors progress to ensure timely completion; inspects work during all phases and upon completion; provides direction, identifies priorities, and assists in resolving problems.

Interacts with architects, contractors, engineers, or other individuals associated with projects; interacts with concerned citizen groups.

Conducts visits to construction sites; monitors projects to ensure compliance with contracts, construction drawings, and applicable codes, standards, policies, and procedures; initiates any actions necessary to correct deviations.

Prioritizes, assigns, and monitors work orders; inspects sites of requested service; determines needs and preventative actions; determines whether projects involve use of contracted services or in-house staff; authorizes use of contracted service providers; reviews progress in completing work orders.

Produces various reports pertaining to projects; submits monthly status reports to supervisor; prepares financial spreadsheets showing project status/progress.

Monitors personal leave time; maintains personnel records.

Prepares or completes various forms, reports, correspondence, purchase requisitions, budget documents, annual reports, requests for proposal, work orders, inspection reports, performance evaluations, spreadsheets, or other documents.

Receives various forms, reports, correspondence, schedules, bids, contracts, architectural drawings, engineering drawings, construction plans, change orders, construction schedules, work requests, purchase requisitions, payment requests, invoices, vouchers, budget reports, job applications, performance appraisals, attendance records, maps, photographs, plats, technical publications, codes, policies, procedures, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, two-way radio, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, mapping, project management, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment, vehicles, materials, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement items; ensures proper maintenance/repair of department vehicles and equipment.

Communicates with supervisor, employees, other departments, City officials, planners, architects, contractors, engineers, utility companies, vendors, suppliers, event promoters, associations, community organizations, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Attends meetings and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new materials, methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Coordinates arrangements to establish utility accounts for projects.

Performs general/clerical tasks, which may include researching records, reserving park facilities, reviewing vehicular records, scheduling meetings, typing documents,

making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Architecture, Construction Technology, Parks Management, Recreation/Leisure Administration, or closely related field; supplemented by six (6) years previous experience and/or training that includes construction, project management, parks management, landscaping, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, machinery, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: August 2001